Collier County
Growth Management Department

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EPR for External Customers

Application Resubmittals

	Name	Signature	Date
Author(s):	Danny Condomina	D.C.	06/27/16
Reviewed by:	Edward Bouza	E.B.	07/08/16
QA Reviewed:	Lazaro Pomier	L.P.	07/06/16
Guarantor:	Dianna Perryman	D.P.	07/08/16
Approved by:	Lazaro Pomier	L.P.	07/08/16

Document Change Sheet

Document	**BLD- UG- APPLICATION RESUBMITTALS - 001** **EPR EXTERNAL CUSTOMERS APPLICATION RESUBMITTALS** **USER GUIDE**	
Rev. No.	**Changes in document**	**Date**
0	New document	06/27/2016

Contents

INTRODUCTION

This user guide is to assist the customer to resolve/ correct an incomplete submittal or review.

There are two types of corrections: Incomplete Submittal and Correction Letter. The process for resubmitting can be used for both types.
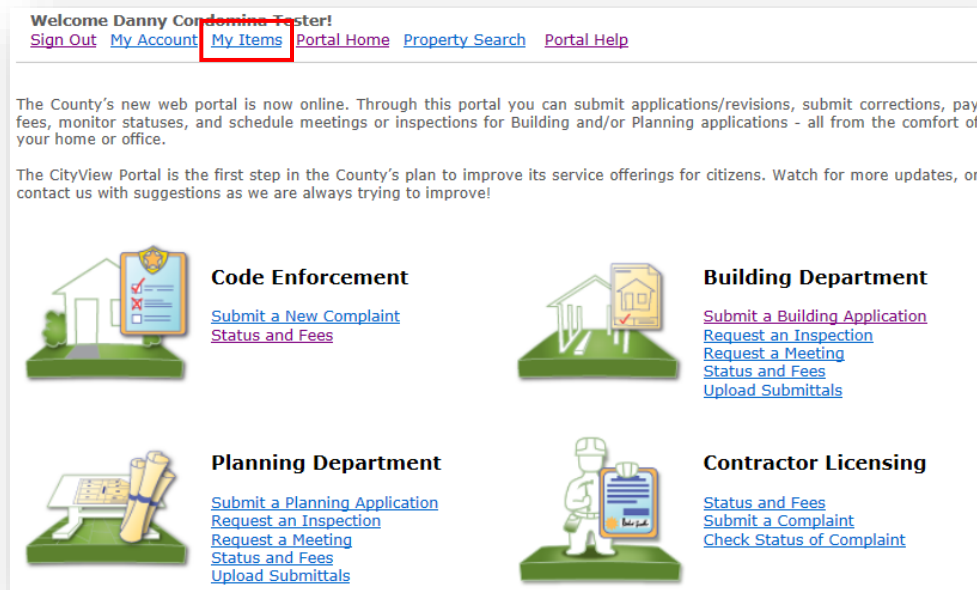
1. **Incomplete Submittal** corrections occur before the application is accepted and can occur during Addressing or Intake verification. Addressing will either contact the customer via phone or send a system generated email. Intake will either contact customer directly by phone or send a system generated email depending on the missing information.

2. **Correction Letters**. Are sent out after all reviews are completed. Staff processes system generated correction letter and emails it out to the customer with guidelines for resubmitting.

NOTE: Revision Submittals are voluntary changes to the drawings after the permit is issued. These types of submittals are not covered in the scope of this User Guide.

INCOMPLETE SUBMITTAL AND CORRECTION LETTER ELECTRONIC PROCESS

To resubmit documents, the customer must first sign into their GMD Public Portal account using their username and password: http://cvportal.colliergov.net/CityViewWeb/

1. From the Home Page click My Items

2. Click the arrow next to My Permit Applications.

CLICK REFERENCE

▼ My Permit Applications

Reference Number	Status	Type	Date Created
PRPL20160622456	Address Verification	Plumbing	06/29/2016
PRFR20160622454	Pending Fees GMD	Fire	06/27/2016
PREL20160622452	Rejected	Electrical	06/27/2016
PRBD20160622451	Address Verification	Building	06/27/2016

3. A grid shows the applicants' permit Reference Number, Status, Type of application, and Date Created.

4. Click on the permit Reference Number link, you are resubmitting documents for.

The link to the Reference Number, routes you to the Permit Application Status page as shown below.

5. Click the arrow next to Documents & Images to review Correction Letter.
6. To upload corrected documents, click Submittals located at the bottom of the screen.

Note*: Before resubmitting any documents review the Correction Letter.*

7. To upload missing required documents, click Browse.
8. To upload corrected documents, click New Version.

- Do not try to upload to a previous submittal.
- Do not use the "Upload Additional Document" button.

The dialog box Choose a File to Upload opens when you click New Version as shown on next page.

9. Locate the file
10. Click on file to Highlight
11. Click Open to attach file
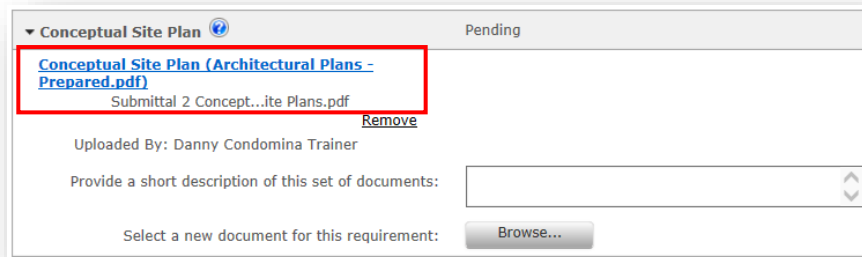
12. The New Version button is now replaced with the uploaded file as shown above. Repeat this process until you have uploaded all your corrected documents.
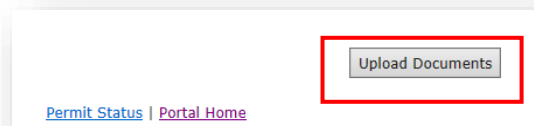
13. Click the Upload Documents button located at the bottom of the screen.

Uploads In Progress

Please wait while your documents are being uploaded. You will be redirected to the next step when all uploads are complete.

Uploads Complete

All documents were uploaded succesfully.

Reminder: You have not uploaded documents to all of the submittal requirements. These can be provided at a later date, either in person or by using the Upload Submittals link from the main page.

14. The Uploads In Progress box loads. Remember to click the "X" to close the Uploads Complete box.

Permit Application Status

Expand All / Collapse All

Note: You can collapse and expand individual sections by clicking the header of the section you wish to collapse/expand.

▾ Summary

Send Email Request

Application Number:	PRBD20160622458
Application Type:	Building
Application Status:	Rejected
Property Owner's Full Name:	LB CORTILE LLC STE 1300 STE 1300
Category of Work:	Accessory
Occupancy Code:	Residential, One and Two Family New or Guest House
Description of Work:	New Concrete Pool & Spa /w 3HP VS pump /Fence and alarms by others Example for Training
Locations:	59960181104 16987 Cortile DR
Application Date:	06/30/2016
Expiration Date:	12/27/2016
1-2 Family or Comm:	1-2 Family

▸ Contacts

▾ Permits (Click to See Reviews)

▸ Permit Number: PRBD2016062245801

▸ Fees

▸ Inspections

▸ Conditions

▾ Documents & Images

Date Uploaded	Document Name
06/30/2016	Submittal 2 Construciton Plans.pdf
06/30/2016	Corrections Letter - Outstanding Corrections
06/30/2016	Notice of Commencement (Warranty Deed.pdf)
06/30/2016	Submittal 2 Conceptional Site Plans.pdf
06/30/2016	Miscellaneous Documents (Warranty Deed0 - Prepared.pdf)
06/30/2016	Vegetation Removal Affidavit (Vegetation Removal Aff Tr Example.pdf)
06/30/2016	Lot Coverage Form (Submittal 1 Lot Coverage Building.pdf)

▸ Upload Additional Documents

Submittals | Portal Home

15. After clicking the "X" on Uploads Complete dialog box, the system displays the Permit Application Status page. Under the Documents & Images you can see the revised document(s) you returned for corrections.

CONTACT INFORMATION AND ADDITIONAL LINKS

Collier County Business Center

2800 North Horseshoe Drive

Naples, Florida 34104

- Inquiries about e-permitting: permittingdept@colliergov.net or call (239) 252-2332.

- To submit digital signatures: edwardbouza@colliergov.net or lemayperez@colliergov.net

- GMD Public Portal: http://cvportal.colliergov.net/cityviewweb

- E-Permitting Web Site: http://www.colliergov.net/your-government/divisions-a-e/building-review/e-permitting